

Chief, Management Staff

24 May 1956

Chief, Records Management Staff

Weekly Report - Week Ending 23 May 1956

1. Continued progress is being made in the application of the records control schedule in the Security Office. Since we began to assist their Area Records Officer, 75 cubic feet of records, the equivalent of 9½ safes, have been either destroyed or transferred to the Records Center.

2. In addition to the above project, we have also assisted the Security Office in the installation of the subject numeric filing system in 4 of their offices. A fifth one is now in process.

3. Three members of our Staff attended the regular monthly meeting of the Interagency Records Administration Conference in the National Archives.

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[REDACTED]
conferences on forms management, office methods and procedures, and an exposition of office equipment constituted the major aspects of the conference. A more complete report will be submitted on this conference later.

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4. Mr. [REDACTED] is now being processed for a records management assignment overseas in accordance with the request from the FE area. It is estimated that his processing will be completed about 4 June.

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5. In cooperation with Mr. [REDACTED] we are developing the necessary forms and procedures to be used in [REDACTED] to improve some of their teletype operations.

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6. We are continuing to use NCR paper for some of our new and revised forms. The use of this paper in two instances recently, the Abstract File Slip and the [REDACTED], will eliminate security problems previously experienced in the disposition of carbon.

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7. I inspected an experimental installation of shelf filing equipment in the district office of the Veterans Administration

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in Philadelphia on Monday of this week. This equipment is being used to house approximately 400,000 folders of insurance records of veterans. The experiment so far indicates some possible advantages in saving space and in increasing reference rates. I plan to explore the use of this equipment further.

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MgtS/RMS/[REDACTED]:pat (5/24/56)

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